

Lynchburg Public Library – Computer Class Descriptions

All classes are 90 minutes long. Please read descriptions below to ensure that you have the prerequisites for a class. See reverse for class schedule.

Mousing Around

A beginner's class for people of all ages who have never used a computer before, or have used one only occasionally. It covers basic use of the Mouse including practice, and an overview of the computer keyboard.

Let's Do Windows

This class is for people who have mastered the Mouse & Keyboard, and want to know how to use general "Windows" features. Topics include Toolbars, resizing and minimizing windows, searching for files, creating new folders, the directory tree structure, and accessing programs and documents with the Start button.

Surfing In Cyberspace

This class introduces the intermediate student to the Internet and the Web. Students will learn how to search for things on the Web, how to visit specific Web sites, and some of the features of Web browsers. Students must be proficient with the Mouse & Keyboard to take this class.

Word for Windows

Intermediate class, introducing word processing with Word. Students will create a document, change format options such as type font & size, use cut & paste, learn how to save & print their work. Students must be proficient with the Mouse & Keyboard to take this class.

Advanced Word for Windows

Advanced class for students experienced with Word. Topics will include inserting pictures, tables and symbols in documents, adding page numbers, using headers and footers, and additional format options. Students need to be extremely proficient with the computer and with Word before attempting this class.

Using Email

Intended for students who have Email Id's, this class will demonstrate creating email messages, managing email folders, and using options such as forward, reply, save draft, the Address Book and attachments. Must have Internet experience!

Excel

Advanced class for students who want to create spreadsheets for business and personal applications. Students need to be extremely proficient with the computer and with Word before attempting this class.

PowerPoint

Advanced class for students who want to create computer presentations. Students need to be extremely proficient with the computer and with Word before attempting this class.

Windows Tips & Tricks

Intermediate to advanced class focusing mostly on Control Panel functions, different boot-up options and some of the basic functions available for configuring the computer. Topics will include adjusting display size, font size, screensavers, desktop appearance, sounds and multimedia and more.

Introduction to Linux

This class provides an overview of the Linux operating system and some of its features as well as a glimpse at two different Linux distributions. We explore the advantages and disadvantages of Linux and do direct comparisons between Windows and Linux to help consumers make an informed decision about whether to convert to or try Linux.

Microsoft Publisher

This class will cover building brochures, flyers, newsletters and some of the other features in Publisher. Students need to be extremely proficient with the computer and with Word before attempting this class.

How to Buy a PC

This course provides an overview of the different platforms available, different processors, how to make an 'apples to apples' comparison of processors and other hardware used, and the pros & cons of buying a ready built machine or a custom built machine.

Using Ebay

This course is intended to give people an introduction to using Ebay, primarily from the buyer's point of view, however, the basics of selling on Ebay will also be covered. Other topics include a discussion of protecting yourself as a buyer, options for paying for items purchased, and strategies for bidding and winning the items you want to buy.

Internet Security – What it is and how to get it

This class is intended to identify the kinds of malware that infect Windows-based computers when connected to the internet and provide software solutions for their removal. Included is a discussion of viruses, spyware, adware, Trojan horses and rootkits, what they do, why they are a risk and what you can do about it.